



## FREQUENTLY ASKED QUESTIONS | SPECIAL EVENTS

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### **WHO CAN HOST AN EVENT AT THE CMC?**

We are open to booking our facilities to any type of independently-organized event.

### **DO CMC TENANTS GET SPECIAL EVENT SPACE PRIVILEGES?**

Yes! Contact us for more information.

### **WHAT IS REQUIRED TO BOOK AN EVENT AT THE CMC?**

A mutual license agreement drawn up by the CMC and an insurance certificate will be requested from the licensee. Once the contract is signed by both parties and the insurance is on file, the event is considered confirmed.

### **WHAT IS AN INSURANCE CERTIFICATE?**

For most events, we require every licensee to present \$1,000,000 liability insurance and \$50,000.00 property damage insurance. Smaller events & meetings generally require less. Proof of insurance must be submitted 30 days prior to event. Details will be included in the license agreement.

### **WHAT SPACES ARE AVAILABLE FOR EVENT OR TEMPORARY SHOWROOM RENTAL AT THE CMC?**

CMC has numerous event spaces suitable for any type of event. Take a look at some of our most requested event and meeting spaces on our website. If these don't work for you, we also have alternative spaces located throughout the building that we'd be happy to show you.

### **HOW FAR IN ADVANCE MAY I RESERVE SPACE?**

We will reserve a space as far in advance as you'd like; however, all reservations are subject to change if a CMC-hosted event date changes and conflicts with your reservation as CMC-hosted events are priority. These occurrences are rare, if ever.

### **WHAT ARE YOUR RENTAL FEES?**

CMC room and space rental fees vary according to the type of event as well as the day and time of rental. For assistance in determining the cost for your event, please contact our Events office. The staff will be happy to work with you according to your event budget.

### **IS CMC STAFFING INCLUDED?**

A member of our Events staff will be on-site to assist you during your event. We require that you or your organization appoint one point person who will work with us in coordinating your event. Our in-house Operations staff will assist in setting up the space prior to your event; however, we will not be responsible for your onsite event staffing.

### **DO YOU HAVE EQUIPMENT AVAILABLE FOR OUR EVENT?**

Please see our Equipment Rental sheet for CMC inventory. Equipment may be included in your initial contract or may be an additional charge added to the customer's account after the event. To ensure availability of equipment, please submit all requests at least 72 hours prior to your event. If you require tech assistance during your event or have AV set-up that requires specific support, there will be an additional charge for that support (unless stipulated in your contract).

### **WHAT IS THE RESERVATION/CANCELLATION POLICY?**

50% deposit is due upon receipt of a signed contract with the balance due prior to the event (amount of time stipulated in contract varies). A client will lose their deposit upon cancellation of the event. All cancellations must be submitted in writing.

### **IS THE CMC A UNION FACILITY?**

CMC and its in-house Events staff are non-union.

### **CAN WE USE THE FOOD & BEVERAGE COMPANIES OF OUR CHOICE?**

Each client may choose to use any food and/or beverage company of their choice.

### **DO YOU HAVE PARKING AVAILABLE?**

CMC has convenient underground parking available and operated by 5-Star Parking. For rates and event booking, please contact them directly at 213.630.3698.

### **WHAT ARE YOUR DECORATING RESTRICTIONS?**

Clients are responsible for their own event décor. All decorations need to be pre-approved by CMC staff and must abide with license agreement outlines.

### **HOW CAN WE PROMOTE OUR EVENT AT THE CMC?**

We have numerous visual advertising opportunities in our Main Lobby available for promoting your event onsite. Unauthorized distribution of flyers to CMC tenant showrooms is not permitted.

### **DO YOU HAVE A TRAVEL SERVICE?**

Contact CMC Travel for corporate hotel rates with our exclusive host hotels: 213.630.3628 or [accommodations@californiamarketcenter.com](mailto:accommodations@californiamarketcenter.com)

### **DO YOU HAVE SECURITY?**

The CMC is patrolled 24 hours a day by in-house security staff. Although the building is open 24 hours, any visitors or tenants are required to sign-in with our Security staff at our front desk after-hours.

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**EVENTS: 213.630.3721 | [events@californiamarketcenter.com](mailto:events@californiamarketcenter.com)**

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**california | market center**

110 E 9th St Suite A727, Los Angeles CA 90079 | [www.californiamarketcenter.com](http://www.californiamarketcenter.com)